



SECRETARY OF THE ARMY  
WASHINGTON

14 MAR 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2016-12 (Special Tools Policy for Field-Level Maintenance)

1. Special tools provide required capabilities at the field level of maintenance beyond those found in the Army's common tool sets, kits, outfits, and tools (SKOTs). They are designed to perform a specific task for use on a specific end-item or component of an end-item. These tools differ from common tools, which are used on multiple end-items and found in SKOTs as authorized by a supply catalog. Currently, special tools are provided by each individual materiel developer (MATDEV) fielding new equipment and authorized by the repair parts and special tools list within the end-item's technical manual. Special tools have expanded the footprint of our maintenance units, increasing operations and sustainment costs and creating a challenge to account for, locate, transport, store, and access them to effect timely repair on the battlefield.

2. To support the Army's goal to reduce its logistics footprint, decrease operations and sustainment costs, and enhance the effective use of special tools, I am directing the following effective immediately:

a. Program executive officers (PEOs) and MATDEVs will maximize the use of common tools at the field level of maintenance.

(1) MATDEVs will ensure that all requests for proposals contain contract language that incentivizes the maximum use of common tools.

(2) The PEO's approval is necessary if special tools are required to complete more than 5 percent of the required field maintenance tasks on a specific end-item or component, or if special tools make up more than 5 percent of the total tool list requirement.

b. MATDEVs may develop a system- or commodity-based special tools SKOTs as directed by the maintenance capability developer (CAPDEV).

(1) "Commodity-based" is defined as a grouping of systems based on inherently similar characteristics. Examples include tactical wheeled vehicles or ground combat systems.

(2) Maintenance CAPDEVs are the Army authorities for special tools and will determine whether system- or commodity-based strategies will be pursued. They will assign the commodity grouping based on their portfolios and the maintenance tasks involved. Maintenance CAPDEVs are the U.S. Army Combined Arms Support

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Command for ground maintenance special tools, U.S. Army Aviation Center of Excellence for aviation maintenance special tools, and U.S. Army Medical Command for medical maintenance special tools.

(3) MATDEVs will submit requirements and documentation for special tools to their respective maintenance CAPDEV for review and will execute all special tool acquisitions using competitive contracts whenever possible. They will use kitting solutions that facilitate accountability, transportability, and ease of use.

c. The procurement of all system- or commodity-based special tools will be executed through a central tool manager (CTM). The Army CTMs are the Program Manager (PM) of SKOTs for all ground systems, PM Aviation Ground Support Equipment for all aviation and aviation support systems, and PM Medical Devices for medical and medical support systems.

3. Maintenance CAPDEVs, working with CTMs, will review all requirements for special tools to eliminate redundancy. Efforts will focus on existing SKOT components lists to identify common components, reduce the logistics footprint, and support the development of kitting solutions.

a. The designated MATDEV or CTM will configure special tool kits to support maintenance tasks based on maintenance CAPDEV requirements. The special tools will be documented and issued as part of a system- or commodity-based special tools kit or module.

b. MATDEVs will identify and provide funding for the development and procurement of new or updated system- or commodity-based SKOTs to leverage the core competencies for developing, acquiring, and creating supply catalogs for tool kits.

c. The MATDEV or CTM will develop component lists and basis of issue plans, obtain type-classified standard designations, and request line item numbers for their SKOTs. Proposed component listings will be submitted to the maintenance CAPDEV for approval and provided to the U.S. Army Materiel Command Logistics Support Activity supply catalog database before procurement actions are executed.

d. All special tools SKOTs will be accounted for and documented in the Logistics Support Activity database and on the respective modified table of organization and equipment or table of distribution and allowances, as applicable, in accordance with the Deputy Chief of Staff, G-3/5/7's documentation policies for force management.

e. The repair parts and special tools list in the technical manual will continue as the primary technical data source for each special tool because of requirements for managing system configuration. MATDEVs will update the repair parts and special

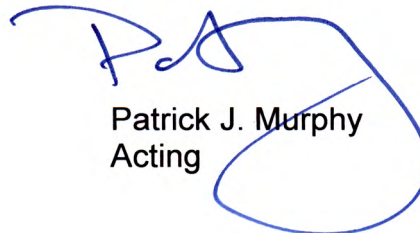
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tools and components lists. MATDEVs or CTMs will maintain components lists to ensure that data is current and verify that system- or commodity-based special tools kit configurations continue to support maintenance tasks based on CAPDEV requirements.

4. This policy applies to the Active Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.

5. The Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) is the proponent for this policy and will incorporate the provisions of this directive into the next revision of Army Regulation 700-127 (Integrated Product Support).

6. This directive is rescinded upon publication of the revised regulation.



Patrick J. Murphy  
Acting

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